

Approved For Release 2005/11/21 : CIA-RDP78-03568A000200020032-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director for Administration (G) DATE: 15 June 1951

FROM : Chief of Procurement

SUBJECT: Revised requirements for personnel and operating facilities of the Procurement Office

1. In accordance with your recent request there is submitted herewith information pertaining to the need for additional personnel and operating facilities of the Procurement Office. According to Personnel Requirements Data List of 31 May 1951, the Procurement Office is authorized [] Of that number, a total [] has been approved. Of the total positions approved, [] process of clearance; leaving a balance of 55 vacancies. Of the 55 vacancies, 30 recruitment requests have been submitted to the Personnel Office which is in accordance with our approved T/O.

2. Attached herewith are tabs indicating personnel needs and priority cases as well as additional operating facilities required. A listing of these Tabs follows:

Tab A - Vacancies in the P O and desired priorities of personnel procurement

Tab B - Priority Cases in Security Office

Tab C - Personnel required over present authorized T/O

Tab D - Requirements for additional operating facilities

Tab E - Additional personnel needed to activate new operational facilities

3. Due to the increase in activities of the operating offices of CIA, the Procurement Office is resorting to an exceptional amount of overtime to meet deadline dates. It is noted from the Personnel Requirements Data List of 31 May 1951 that the Departmental Personnel T/O will be increased [] and the Foreign Stations T/O will be increased by [] by 30 June 1952. In order that the operations of the Procurement Office might keep abreast of the increased activity of the operating offices, our personnel T/O should increase on a basis commensurate with the operating offices of the Agency.

JOB NO. [] BOX NO. [] FID NO. [] DOC. NO. [] NO CHANGE
 IN CLASS [] DECLASS [] / CLASS CHANGED TO: TS S COMET. JUST 22
 NEXT REV DATE 1/1/52 REV DATE 14/5/59 REVIEWER [] TYPE DOC. 02
 AUTH: HR 70-3
 REV CLASS C-REV COORD. []

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4. In the absence of firm logistics requirements of OSO and OPC, it is extremely difficult for the Procurement Office to establish a firm table of organization that will be required to service these activities. Until such time as operational requirements can be submitted and approved, it is believed that our table of organization should remain flexible to permit increase or decrease until definite determination is established for future operations.



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ANDREW E. VAN ESSO

Attachments
As listed

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